



Newington College

Occupational Health And Safety

REPORTING OF HAZARDS AND INCIDENTS THAT MAY PRESENT DANGER

The Occupational Health and Safety Act requires schools to encourage all members of the school community, not just teachers and other employees, to report hazards or incidents that may present a danger to anyone on school grounds or participating in activities. This includes parents, students and visitors to the school.

To assist this reporting, attached are Hazard and Incident Report forms for parents, students and visitors to report such hazards or incidents. Copies of these forms are kept at Reception on each campus.

If you see something, a hazard or incident that may present danger, at any of the campuses, obtain the appropriate form and submit it to Reception. Members of the OH&S Group will investigate your report, take appropriate action, and contact the reporter to advise them of the results.

It is important that parents encourage their sons to use this process to report matters.

If you require any further information, contact John Craig, Director of Human Resources, on phone 9568 9517 or email j.craig@newingtoncollege.nsw.edu.au